



JOB POSTING

Production Manager

December 9, 2024

Do you thrive on ensuring live events run smoothly and flawlessly?

Are you a master of logistics who can juggle schedules, equipment, and people with ease? Do you love the excitement of live music and the behind-the-scenes work that makes it all happen? If so, we'd love to meet you!

The Kansas City Symphony is seeking a **Production Manager** to join our innovative team. This role is pivotal in managing the logistical and operational aspects of our concerts and events, ensuring that every performance—from grand orchestral works to outdoor community concerts—is a seamless success.

Who We Are

In just 42 seasons, the Kansas City Symphony has become one of America's most vibrant major orchestras. With Music Director **Matthias Pintscher**, a globally celebrated conductor and composer, and President & CEO **Danny Beckley**, an innovator in orchestral leadership, we're redefining what live music can mean to a community.

Our performances take place in the stunning **Helzberg Hall** at the Kauffman Center for the Performing Arts and beyond, including the mobile concerts of our **Mobile Music Box**. From classical masterpieces to film soundtracks and collaborations with renowned soloists, we bring music to life in ways that inspire, connect, and innovate.

Why This Role Matters

The Production Manager plays a critical role in delivering exceptional experiences for audiences, musicians, and guest artists. As part of the production team, you'll ensure the seamless execution of every detail, helping us fulfill our mission of creating inspiring musical experiences for all.

What You'll Do

Your role will be dynamic, hands-on, and critical to the success of our productions. Here's a closer look at how you'll contribute:

Event and Production Management

- **Lead Concert Operations:** Participate in the rotation of “concert manager”, overseeing logistics for more than 100 performances annually, ensuring smooth backstage and front-of-house operations for a safe and professional environment.
- **Coordinate with Venues:** Act as a primary liaison with the Kauffman Center and other venues, maintaining open and effective communication.
- **Manage Production Needs:** Organize and oversee stage setups, lighting, sound, dressing rooms, and equipment rentals. Guarantee concerts start on time and run smoothly.
- **Outdoor Concerts:** Serve as an integral part of the production team for events like **Celebration at the Station** and **Symphony in the Flint Hills**, managing on-site logistics and safety.
- **Mobile Music Box:** Execute Mobile Music Box performances, managing staff training, licensing requirements, and operational needs.

Team Coordination and Communication

- **Support Artists and Musicians:** Act as a key liaison between administrative staff and orchestra musicians, addressing operational or production issues as they arise.

- **Collaborate with Stage Managers:** Partner with stage managers to ensure equipment is properly transported, set up, and visually aligned with concert requirements.
- **Scheduling:** Develop and manage concert duty schedules, ensuring staff coverage and efficiency.

Administrative and Safety Oversight

- **Maintain Records:** Update and manage production schedules, orchestra calendars, and training certifications using OPAS software.
- **Inventory Management:** Maintain backstage supplies and equipment, ensuring performers' needs are met.
- **Ensure Safety:** Oversee CPR/AED/First Aid training for the team and ensure AEDs are maintained and operational.

Problem-Solving and Adaptability

- **Troubleshoot in Real-Time:** Address and resolve any logistical or operational issues that arise during rehearsals and performances with calm efficiency.
- **Preventive Maintenance:** Implement a maintenance schedule for instruments and technical equipment, recommending improvements as needed.

What We're Looking For

We're searching for a resourceful and organized individual who can bring energy and precision to our production operations. Here's what will make you a great fit:

- **Experience:** 3+ years in live performance production, event management, or a related field.
- **Technical Knowledge:** Familiarity with concert staging, lighting, sound, and instrument/equipment maintenance.
- **Organizational Skills:** Ability to juggle multiple priorities, timelines, and details with ease.
- **Problem-Solving:** A proactive mindset with the ability to think on your feet, be cool under pressure, and resolve issues calmly and efficiently.
- **Collaborative Spirit:** Strong communication skills and a knack for working effectively with diverse teams.
- **Musical Background (Preferred):** Knowledge of classical music and symphony orchestra operations is a bonus but not required.
- **CDL:** Commercial drivers' license or willing to obtain CDL.

What We Offer

- Competitive salary \$50,000+ depending on experience.
- A robust benefits package, including a 403(b) retirement plan, healthcare, and paid time off.
- Opportunities to grow professionally in a collaborative, innovative environment.
- The chance to contribute to world-class productions that inspire and connect.

Location and Schedule

This position is based in Kansas City, MO, with the flexibility to work nights and weekends as required for performances. You'll work primarily at the Kauffman Center and our downtown offices, with occasional travel for outdoor and special events.

How to Apply

If you find this opportunity intriguing then we would love to hear from you! To apply, email your cover letter and resume to Sara Lohe, Chief Financial Officer, at slohe@kcsymphony.org.

We're proud to be an Equal Opportunity Employer and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.